

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

ASSISTANT RETIREMENT ADMINISTRATOR

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Assistant Retirement Administrator is the second level in a three level Retirement Management series. Incumbent maintains retirement investment portfolios and manages benefit services to active employees and retired members of the retirement systems. The incumbent is expected to address complex issues and to recommend and implement timely and effective solutions. Incumbent supervises staff and also serves as the administrator of the retirement systems in the absence of the Retirement Administrator.

The Assistant Retirement Administrator is distinguished from the Retirement Benefits Manager by its responsibility for maintaining the retirement investment portfolios and may serve in the absence of the Retirement Administrator. The Assistant Retirement Administrator is distinguished from the Retirement Administrator, which is responsible for overall department management.

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Deleted: managing benefit services to active employees and retired members of the retirement systems.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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|----|--|----------------|
| 1. | Supervises employees including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring and disciplinary recommendations. | Daily
10% |
| 2. | Assists in oversight and direction of internal controls, procedures, and operations associated with the Retirement Office, which includes: planning, coordinating, administering, evaluating, and recommending projects and work plans, processes, procedures, systems, and standards; participating in the development and communication of department operational goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, policies, regulations, codes, and/or standards. | Daily
20% |
| 3. | Reviews, develops, and implements enhanced risk management tools utilized to measure, monitor, and evaluate the retirement systems' assets. | Daily
20% |
| 4. | Interviews and evaluates prospective investment managers and participates in the on-going evaluation and monitoring of existing investment managers; evaluates the performance of professional service providers and consultants; reviews, monitors, and coordinates the activities of the Securities Litigation Monitoring and Compliance service providers. | Monthly
25% |

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
5.	Assists in forecasting, preparing, and administering department budgets; prepares monthly cash flow projections; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.	Monthly 5%
6.	Reviews and oversees the preparation of the annual CAFR, including determining changes in reporting to be implemented based on GFOA comments and new GASB regulations.	Annually 5%
7.	Assists in drafting, recommending, and preparation of policy statements relating to specific asset classes and investment transactions for the Board's policies and procedures.	Occasion- ally 10%
8.	Assists in the negotiation of contractual agreements with financial and investment institutions.	Occasion- ally 5%
9.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree in Business Administration, Public Administration, or related field and two years of management experience involving administration of a retirement system with responsibility for monitoring a securities portfolio, including supervisory experience in the administration of retirement programs which included counseling and benefit calculations, preferably in a governmental agency, are required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Valid State of California Driver's License, Class C.

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Knowledge (position requirements at entry):

Knowledge of:

- Management and supervisory principles and practices;
- Budget administration principles and practices;
- Securities investments and money management practices;
- Actuarial principles and accounting standards related to pension systems;
- Accounting and payroll systems;
- Financial reporting practices;
- Financial management principles and practices
- Negotiation and mediation techniques;
- Public administration concepts and theories;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Advanced retirement benefit administration principles and practices;
- Database administration and management principles and practices;
- Program administration principles and practices.

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Using a computer and related software applications;
- Participating in directing division operations;
- Administering qualified defined contribution and defined benefit plans;
- Managing multiple priorities simultaneously;
- Analyzing and developing policies and procedures;
- Interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
- Analyzing, interpreting, and understanding technical and statistical information;
- Conducting negotiations and mediations;
- Preparing and giving presentations;
- Speaking in public;
- Preparing clear, concise, and comprehensive reports, records, correspondence, and other written materials;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing and talking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to life, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007